



14th June 2023

The meeting of **BRIDGNORTH TOWN COUNCIL** will be held in the **ANNEXE, COLLEGE HOUSE** on **TUESDAY 20TH JUNE 2023** at **6.45PM** when the following Members are summoned to attend:

Councillors K Sawbridge BEM (Mayor), C Aked, C Baines MBE, S Barlow, J Buckley, A Chetter, R Connolly, D Cooper, N Cooper, R Ireland, R Leraistre, E Marshall, L Neal, L Rochelle, R Seabright, I Wellings

Yours Sincerely

A handwritten signature in blue ink, appearing to read 'Clare Turner'.

Clare Turner
Town Clerk

BRIDGNORTH TOWN COUNCIL AGENDA – TUESDAY 20TH JUNE 2023

1. Welcome

Members are asked to receive a welcome to the meeting from the Mayor.

2. Apologies for Absence

Members are asked to receive any apologies for absence.

3. Declarations of Interest

Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting, and which is not included in the register of interests. Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest or other registerable interest.

4. Public Question Time

Members of the public who are electors of the parish of Bridgnorth are advised that they are welcome to ask questions about agenda items. If a question relates more generally to the business of the Council, advance notification is preferred in order to provide a more considered response. Verbal responses are not always possible, and so questions may receive a written reply. In accordance with Standing Order 1s (viii), questions should be related to matters of Town Council policy or practice and not related to the individual affairs of either the questioner or another named person.

(Clerks Note: The Council will generally permit up to 15 minutes for public questions, each question being limited to 3 minutes)

5. Minutes

5.1 To approve the minutes of the Annual meeting of the Bridgnorth Town Council held on the 16th May 2023

(BTC/01/2324 on the Town Council website)

5.2 To approve the minutes of the Extraordinary meeting of Bridgnorth Town Council held on Thursday 18th May 2023

(BTC/02/2324 on the Town Council website)

5.3 To approve the minutes of the Adjourned Annual meeting of the Bridgnorth Town Council held on 23rd May 2023

(BTC/03/2324 on the Town Council website)

5.3 To note the minutes of the Finance Committee meeting held on the 24th May 2023

(FIN/01/2324 on the Town Council website)

6. Mayor's Diary – May 2023

Mayor's Diary May 2023 -

May 18th - Coronation Picnic St Leonard's School

May 19th - Visit to Bridgnorth Gateway Club

May 20th - Shifnal Football Club. William Kenyon-Slaney Memorial Match

May 24th - Ludlow Mayor Making

May 25th – History Week – photo at Town Hall for female Mayors of Bridgnorth

7. Members Question Time

Members are asked to receive questions, if any, in accordance with Standing Order 27 and to take no more than 15 minutes in total.

8. Shropshire Councillor

Members are asked to receive a report from Shropshire Councillor Julia Buckley.

9. Local Police Update

Members are asked to receive a verbal update from the Local Policing Team.

10. Finance

10.1. Accounts Paid – May 2023

Members are asked to receive notification of items which have been paid in accordance with Financial Regulation 5.5.

(Appendix A on the Town Council website)

10.2. Members are asked to note receipt of Cashbooks 1, 2 & 3 for both April and May 2023.

(Appendix B on the Town Council website)

10.3. Budget Report

Members are asked to note the Budget Summary report, including Earmarked Reserves for May 2023.

(Appendix C on the Town Council website)

10.4. Balance Sheet

Members are asked to note the balance sheet as 31st May 2023.

(Appendix D on the Town Council website)

10.5. Town Council Bank Reconciliation Statements

Members are asked to note the bank reconciliation statements for May 2023.

(Appendix E on the Town Council website)

10.6. Accounts for Payment

Members are asked to:

10.6.1. Authorise the signing of invoices for payment.

(Appendix F on the Town Council website)

10.6.2. Confirm which Councillors will be authorising bank payments, verifying bank statements and authorising payroll for June 2023 on Friday 23rd June 2023.

10.7. Accounting and Audit

Members are asked to note that Councillors N Cooper and C Aked, on Friday 26th May 2023, authorised those bank payments approved by Council at the meeting held on Tuesday 23rd May 2023 and authorised payroll for May 2023.

11. End of Year Accounts 2022/2023

10.1. Members are asked to note the End of Year Accounts 2022/2023

(Appendix G on the Town Council Website)

10.2. Annual Governance and Accountability Return (AGAR) 2022/2023

(Appendix H on the Town Council Website)

10.2.1. Members are asked to receive and note the Annual Internal Audit Report 2022/2023 (page 3 of 6)

10.2.2. Members are asked to consider and approve the following:

i) Section 1 - Annual Governance Statement 2022/2023

Members will be asked to consider and agree the Annual Governance Statement (comprising the 9 statements, page 4)

(RFO's Note: The attached notes are intended to provide Members with assistance when considering the systems of internal control.)

ii) Section 2 - Accounting Statements 2022/2023

Members are asked to authorise the Accounting Statements (page 5), prepared and certified by the RFO

12. Folly Hole Path

Members are asked to receive information from a Bridgnorth Resident in regard to the history of Folly Hole.

(Appendix I on the Town Council website)

13. Councillor Future Planning Event

Members are asked to debate & agree the request for the Town Council to hold a Councillor Future Planning Event and to agree for a date in September for it to be held.

14. Youth Funding

Members are asked to receive a verbal update from the Town Clerk regarding the awarded SPF Funding for additional Youth Provision.

15. Grant Application

Members are asked to receive a further verbal update regarding the swimming club grant application and agree the allocation for this grant.

16. Toilet provisions

Members are asked to note the verbal update from the Town Clerk of the toilet provision in Severn Park.

17. Additional Committee

Members are asked to debate & agree for a Property & Grounds Committee to be formed & agree members for this committee.

18. Items for Next Agenda

Members are asked to discuss items for inclusion on the next agenda.

19. Public Bodies (Admission to Meetings) Act 1960

RECOMMENDED in terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, RECOMMENDED that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.

20. Electricity Charges at Northgate Museum

Members are asked to receive a report on the energy usage from the Deputy Town Clerk and agree the recommended amount to refund the usage.

(Appendix J in the Members area on the Town Council website)

21. Retaining Wall

Members are asked to receive an update on the ongoing repairs of the Retaining Wall from the Town Clerk.

(Report to follow)